

CORRECTED COPY

March 6, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, March 16, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION
OFFICE SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – SOUTH CAROLINA DEPARTMENT OF VOCATIONAL
REHABILITATION- DISABILITY DETERMINATION SERVICES**

- Location: CHARLESTON COUNTY, SC – not more than the equivalent of 2 city blocks from a primary or secondary street.
- Expected occupancy date: JULY 1, 2020
- Total space needed is approximately **22,900** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 1 executive office of approximately 180 square feet
 - 70 private offices for professional staff of approximately 120 square feet each
 - Space to accommodate 50 employees in workstations (workstations to be provided by Landlord) of approximately 48 square feet each
 - 1 large reception area, to accommodate up to 10-12 people at a time of approximately 200 square feet
 - 1 beverage alcove with 6 linear feet of cabinets with U.C. refrigerator, sink and microwave of approximately 24 square feet
 - 2 small break rooms to accommodate seating for 4 people at a time of approximately 120 square feet each
 - 4 large break rooms (to include sink and counter tops) to accommodate seating for 8-10 people at a time of approximately 200 square feet each
 - 1 IT closet of approximately 40 square feet
 - 2 storage closets with no shelving of approximately 50 square feet each
 - 4 small storage areas/rooms of approximately 120 square feet each
 - 2 medium-sized conference rooms of approximately 250 square feet each to accommodate 6 to 8 people at a time
 - 1 small-sized conference room of approximately 120 square feet to accommodate 2-4 people at a time
 - 1 open area for 65 file cabinets of approximately 585 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
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- 2 public hearing rooms of approximately 120 square feet each
 - 1 large-sized conference/board room of approximately 1600 square feet to accommodate up to 110 people at a time
 - 1 large storage room of approximately 525 square feet
 - 1 open print/scanning room to house 3 scanners and equipment with upper and lower cabinets of approximately 550 square feet
 - 1 network and local printer room with dedicated floor mounted printer and storage of approximately 640 square feet
 - 1 training room with work surface and storage of approximately 680 square feet, which can accommodate approximately 15-18 computer terminals, desks, chairs, and teaching resources
 - 1 mailroom (including room for a floor mounted printer, storage and mail slots) of approximately 375 square feet
 - 1 LAN computer room with floor mounted racks and separate HVAC system or separate thermostat for temperature control and backup power of approximately 900 square feet (see additional information on Addendum attached)
 - Basic burglar/intrusion alarm system to be provided by Landlord. Enhanced security will be contracted by the agency.
 - **Additional requirements and specifications are attached hereto on the Space Needs Addendum.**
- Space must be ADA compliant, including handrails, handicap accessible restrooms, and ramps. Landlord is responsible for all costs associated with ADA compliance.
 - Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, VoIP phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
 - A satellite communication dish will be required to be mounted on the roof of the building with an unobstructed southwestern view and a minimum elevation of 15 degrees above the horizon.
 - 129 parking spaces are desired, 7 of which should be reserved. State availability of reserved parking.
 - Parking lot must be paved and lighted.
 - Term: Please provide proposed rates for 7 or 10-year term.
 - Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
 - Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
 - Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**



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- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, MARCH 15, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with South Carolina Department of Vocational Rehabilitation- Disability Determination Services. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov

